

PLANNING INSPECTOR

DEFINITION

Under general supervision, to perform plan checking and field inspections of development projects to ensure compliance with Planning Commission and City Council conditions of approval, the zoning code, applicable municipal code sections, City ordinances and department policies; to assist project applicants in meeting City requirements by conferring with architects, engineers, and contractors; to troubleshoot design and construction problems; to review permit applications, plans, and supporting documents for completeness, sufficiency, conformance with legal standards, and compliance with City requirements; to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents are expected to work independently exercising initiative and judgment with general direction from the Chief Building Official or his/her designee. Incumbents provide lead direction to subordinate technical and clerical staff and are expected to possess the skills and abilities necessary to perform all duties and responsibilities of the classification with little supervision.

EXAMPLE OF DUTIES: (Illustrative Only)

- Reviews building and site development plans, specifications, and calculations, for compliance with Planning Commission and City Council conditions of approval and applicable codes, ordinances and policies.
- Reviews building permit submittals for proper form, completeness, sufficiency of information, and legal requirements.
- Conducts field inspections to ensure compliance during various stages of site and building construction with the planning requirements of the approved plans.
- Troubleshoots design and construction problems and works with applicants to develop alternative compliance methods
- Oversees and assists in the referral and processing of building permits, ensuring that all pertinent application requirements are met.
- Determines compliance using standard measuring tools and doing mathematical calculations to determine square footage, setbacks, distances, and other items related to construction plan or field inspection compliance.
- Assists homeowners, builders, architects and contractors with Planning and permit requirements pertaining to their project.
- Works closely with various City departments to conduct reviews and answer questions from the public.
- Calculates building permit and plan checks fees; collects such fees and issues receipts.
- Issues building permits, and oversees complex permit processing.
- Researches parcel maps, final maps, subdivision improvement plans and other City documents to determine project compliance and status.
- Routes plans to various City departments and/or divisions for review and sign off; tracks plans and ensures their return in a timely manner.

- Compiles data and prepares reports and summaries related to assigned activities including those for City Council, outside agencies, other City departments, and other agencies as required.
- Provides lead direction to technical and clerical staff, as required.
- Maintains files, records, and schedules related to inspections and plan checks; submits inspection reports as required; prepares comprehensive plan check correction lists.

Knowledge of:

- Organization, procedures, and operating details of the Community Development Department including the Planning and Building Divisions.
- Plan review and inspection procedures.
- Principles and practices used in building and planning processes.
- City government organization, functions, and policies.
- City ordinances, codes, and regulations pertaining to assigned area of responsibility including those pertaining to permit approval.
- Customer service techniques, practices, and principles.
- Business letter writing and basic report preparation.
- Modern office procedures, methods, and equipment including computers and standard word processing and spreadsheet applications.
- Principles and practices of field inspection including use of measuring tools.
- Principles and procedures of record keeping.
- English usage, spelling, grammar, and punctuation.
- Basic mathematical principles.
- Drafting and graphic presentations.
- Approved and modern materials and safety used in building construction.
- Basic supervisory principles and practices.
- Safe work methods and safety regulations pertaining to the work.

Skill in:

- Interpreting and effectively explaining City policies, procedures, fees, and planning, zoning, and building ordinances, codes, and regulations to the general public, permit applicants, and City staff.
- Conducting Plan reviews and field inspection for Planning related items.
- Analyzing and understanding common building and site plans.
- Organizing and maintaining a variety of files and records including those pertaining to permit approvals.
- Coordinating and monitoring the progress of permit approvals through City departments and outside agencies; actively assisting customers in obtaining permits.
- Responding to a wide variety of requests and inquiries from the general public.
- Analyzing and compiling technical and statistical information and preparing reports.
- Communicating clearly and concisely, both orally and in writing.
- Using computer technology and applications in the performance of daily activities.

- Overseeing, assisting, and training assigned staff.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to the completion of the twelfth grade and two years of increasingly responsible experience as an assistant planner, building inspector, or journey level building or planning technician at a level equivalent with the City's classification of Building/Planning Technician III.

An AA degree in Building Inspection Technology may substitute for one year of experience.

License or Certificate:

Valid California Drivers License

Certification equivalent to International Codes Council (ICC) as a building inspector, zoning inspector, or building technician is desirable.

PHYSICAL DEMANDS

Mobility to work in a standard office, use standard office equipment and attend off-site meetings. In addition, while performing field inspection duties must have mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform site inspections. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing assigned duties; lift light weights. Manual dexterity to use standard office equipment, supplies and small tools, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; color vision to inspect and approve applicable documents; hearing and speech to communicate in person and by telephone. Ability to safely operate a vehicle and working in exposure to various weather conditions.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.